

**Lorain Port and Finance Authority
Board of Directors
Contract Management Committee Meeting
Zoom
Tuesday, December 8, 2020, at 6:30 p.m.**

Committee Members: Messrs. Kuszniir, Nielsen, Sommers, Zellers and Zgonc

Board of Directors: Messrs. Bansek, Davila, Mullins and Veard (6:50 p.m.)

Staff: Tom Brown, Executive Director
Tiffany McClelland, Economic Development Director
Yvonne Smith, Accountant
Kelsey Leyva-Smith, Office Manager
Michael Brosky, Esq., Attorney (6:55 p.m.)

Guests: Stephanie Moore-Koscho, LoCo 'Yaks

I. Roll Call

A. The meeting was called to order at 6:36 p.m. by Chairman Jeff Zellers with roll call indicating a quorum present.

II. Disposition of Meeting Minutes

A. November 11, 2020, Contract Management Committee Meeting: Accidentally left out of board packet. Minutes held until next meeting.

III. Report of Chairman

A. Chairman

1. ADA Accessible Kayak/Canoe Launch Proposals: Mr. Zellers turned the floor over to Mrs. Leyva-Smith. She explained this is related to the ODNR Division of Parks and Watercraft Paddle Enhancement Grant we received earlier this year. In August we entered into an agreement with ODNR, and tonight's conversation is about selecting the company to install the ADA accessible launch. Three different companies responded. Mrs. Leyva-Smith said Mrs. Moore-Koscho has updates to share as BoardSafe Docks submitted a new proposal, and Diamond Waterfronts updated theirs as well. Mrs. Moore-Koscho said the Diamond Waterfronts proposal now has a flip-flopped configuration, so the rollers are adjacent to the wall. This will allow for empty

floating dock space for other paddlers to use, meaning there are other ways to launch in addition to the ADA option. Even with the It's almost the same price, which is within the grant amount. She knows their EZ Dock product and has used them in various locations. The Metro Parks has them in a few of their locations. Findley State Park has the same system and they're easy to use. Mrs. Moore-Koscho compared the set-up to big plastic puzzle pieces that snap together with rubber couplings. You can change the layout over time or add pieces to it and manipulate it how you want it. As for the BoardSafe Dock company, they sent an updated proposal and were able to flip the roller system is next to the wall. They also added a section of floating dock so more than one person could be launching at the same time. Both systems are now very similar other than the way they're constructed. Both quotes are similar in price as well. Mrs. Moore-Koscho said the third quote from Aquatic Custom Services is also an EZ Dock system. Their proposal included no drawing or schematic and only listed the recommended parts. She said the contact at Diamond Waterfronts explained Aquatic Custom Services is the southern Ohio EZ Dock representative, meaning they can't sell to our area. Mr. Zellers confirmed Diamond Waterfronts uses the EZ Dock system. Mrs. Leyva-Smith said yes. Mr. Zellers asked what Mrs. Moore-Koscho recommended. Mrs. Moore-Koscho said she recommended Diamond Waterfronts with the EZ Dock, especially considering the ability to change and add to it over time as needed. It will also be lighter and easier to take out of the water at the end of the season. Additionally, it's a more familiar product. Mr. Zellers said between the two EZ Dock distributors, there is a \$4,300 difference in the proposal amounts. Are we sure Aquatic Custom Services can't sell to Lorain, OH? Mrs. Moore-Koscho said she didn't talk to Aquatic Custom Services about that directly. She reviewed their part list, but she's not sure why the price is so different. Aquatic may be proposing a different setup than Diamond Waterfronts. Mr. Sommers asked if there was a local person we could talk to? Mrs. Moore-Koscho said she can call the representative from Aquatic to clarify their ability to sell to northeast Ohio. Mr. Zellers confirmed the

BoardSafe Dock proposal was also different from their initial submission. Mrs. Moore-Koscho said yes, they added a section of floating dock, so the price is now \$28,400 with shipping and installation. Mr. Zellers said the EZ Dock proposals are both the same size, and the BoardSafe Dock proposal's floating dock is just a little smaller with their update. The BoardSafe configuration also has a narrower ramp of 4-feet instead of 5-feet like the EZ Dock system. Mr. Kuszniir asked if ODNR has a preferred vendor? Mrs. Leyva-Smith said the grant representative said it was entirely up to our preference and at our discretion. Mrs. Moore-Koscho said EZ Dock is an older company that's been around for about 10 years and BoardSafe is less well-known. Mr. Zellers asked about the total grant amount. Mrs. Leyva-Smith said the grant is for \$32,175 and includes signage. In our grant application, \$28,700 was dedicated to the launch itself. Mr. Zellers said both EZ Dock proposals have four posts going into the river floor for added stability. Mrs. Moore-Koscho said the initial EZ Dock proposal submitted with the grant application did not include the note about needing a penetrable mud bottom and a water depth of less than 5 feet. She said she explained to Diamond Waterfronts there is a good chance for a water depth of more than 5 feet. Last year they discussed attaching poles to the steel wall so the floating dock could go up and down with the water level. Mr. Nielsen asked if either company has their product in a state park currently, and if so who? Mrs. Moore-Koscho said the area kayak launches she is aware of are all EZ Dock. Mr. Nielsen said that shows it's a tried and true system to use. Mr. Mullins said he knows of a Metro Parks EZ dock in the area he's launched a kayak from in the past. He asked if additional funds were needed from the Port for the project? Mrs. Leyva-Smith said no. The grant includes \$28,700 for the launch and more than \$500 for signage. Mr. Zellers said he wants to know why there is a difference of \$4,300 between the two EZ Dock proposals. Mr. Nielsen said if other groups in the area are using the EZ Dock system he thinks that's the one we should go with. Mr. Zellers recommended a Zoom call with Diamond Waterfronts and Aquatic Custom Services to ask a few

more questions and make sure we're comparing apples to apples. Mr. Kuszniir asked if there was a time constraint? Mrs. Leyva-Smith said the project must be completed by June 30, 2021. She said the only holdup would be related to submitting a permit application to the US Army Corps of Engineers. We have to approve the kayak launch proposal in order to submit it with the USACE permit application. Mr. Zellers asked if an approval in January would give us enough time to get everything done. Mrs. Leyva-Smith said yes, the timing should be okay. Permit applications typically take about 60 days, and the weather likely won't break until April anyways. Mrs. Moore-Koscho agreed and believes having a grand opening in May would be a feasible goal. Mr. Sommers said he agreed having a Zoom meeting is a good idea. Mr. Zellers, Mr. Sommers, Mr. Bansek and Mrs. Moore-Koscho said they would all like to attend the Zoom meeting. Mrs. Leyva-Smith said she would send out information once the Zoom meetings are scheduled.

2. 2021 Litter Control Contract: Mrs. Leyva-Smith said she works with Mr. Bob Pando from Murray Ridge Production Center for the annual litter pick-up service at our sites. The 2021 contract is identical to the 2020 contract. She said she did inquire about a multi-year contract, but unfortunately Mr. Pando didn't respond prior to tonight's meeting. The total contract, including extra service hours, is \$10,240. Mr. Sommer moved to recommend to the full board the approval of the contract. Mr. Kuszniir seconded. Motion carried.
3. 2021 Lighthouse Tour Agreement: Mrs. Leyva-Smith said this contract is also very similar to the 2020 version. The only change made to the contract the previous year was that all trips were billed at \$300 for the first three hours and \$50 for every additional hour. Mrs. Leyva-Smith said her only request this year is to move the start date of the contract. Sometimes the Lighthouse Foundation schedules tours for early May, and we run into issues where weather isn't nice enough for maintenance work to be completed or weather isn't nice enough to transport the vessels to the marina. She recommended either May 15 or June 1 as the start date. Mr. Sommers suggested May 15 as the contract term start date. Mr. Sommers moved to recommend to the full

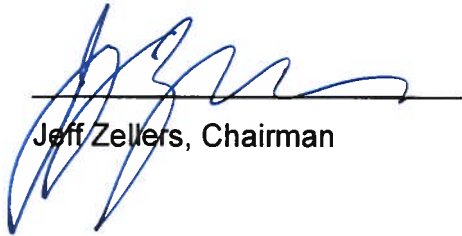
board the approval of the contract with the start date amended to May 15, 2021. Second by Mr. Zellers. Motion Carried.

IV. Other Business

A. None.

V. Adjournment

A. There being no further business to come before the board, Mr. Sommers moved to adjourn. Second by Mr. Nielsen. Meeting adjourned at 7:08 p.m.



Jeff Zellers, Chairman



Tom Brown, Executive Director